



The **U.S. Department of Justice** (DOJ), **Office of Justice Programs** (OJP), **Office of Juvenile Justice and Delinquency Prevention** (OJJDP) ([www.ojp.usdoj.gov/ojjdp](http://www.ojp.usdoj.gov/ojjdp)), is pleased to announce that it is seeking applications for funding under its Enforcing the Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking. This program furthers the Department's mission by seeking to reduce the availability of alcoholic beverages to and the consumption of alcoholic beverages by persons who are serving in the United States Air Force (USAF) and are under the age of 21, as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5665-5667 and Public Law 109-108.

# Enforcing the Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking

## Eligibility

Applicants are limited to state agencies presently designated for administration of the Enforcing Underage Drinking Laws (EUDL) Block Grant Program, including those with active EUDL Discretionary Programs. A list of the eligible state agencies is available at <http://www.udetc.org>.

(See "Eligibility," page 3.)

## Deadline

All applications are due by 8:00 p.m. e.t. on April 17, 2006.

(See "Deadline: Application," page 3)

## Contact Information

For assistance with the requirements of this solicitation, contact Sharon Cantelon, Social Science Program Specialist, at 202-616-3658 or [sharie.cantelon@usdoj.gov](mailto:sharie.cantelon@usdoj.gov).

This application must be submitted through **Grants.gov**. The funding opportunity number is 1347. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

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# Enforcing the Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking

## CDFA # 16.727

### Overview

OJJDP's Enforcing the Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking seeks to reduce the availability of alcoholic beverages to and the consumption of alcoholic beverages by persons who are serving in the United States Air Force and are under the age of 21. To this end, the initiative will provide funds to local communities to implement research-based and promising practices to enforce underage drinking laws and prevent consumption of alcohol by underage service personnel in collaboration with active duty installations implementing the underage component of USAF's Culture of Responsible Choices program. (See "Underage Component of Culture of Responsible Choices Program," page 15.)

### Deadline: Registration

The [Grants.gov](#) registration deadline is 8:00 p.m. e.t., April 10, 2006.

### Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. e.t., April 17, 2006.

### Eligibility

Applicants are limited to state agencies presently designated for administration of the Enforcing Underage Drinking Laws (EUDL) Block Grant Program, including those with active EUDL Discretionary Programs. A list of the eligible state agencies is available at <http://www.udetc.org>.

Due to the unique nature of the target population for this EUDL discretionary initiative, states must demonstrate their ability to achieve partnerships between selected communities and USAF active duty installations prior to applying. State selection of communities must be based on the ability to obtain a written support letter between the community and the base commander of a state-based USAF active duty installation. (See "Support Letter Template," page 17.) In addition, states must justify their community selection by proximity to the USAF active duty installation. (A list of active duty USAF installations is available at [http://www.millennium-ark.net/News\\_Files/Military/Mil\\_Install.html#U.S.%20Summary](http://www.millennium-ark.net/News_Files/Military/Mil_Install.html#U.S.%20Summary). Active duty USAF installations are designated "AF" in the "Branch" column.)

### Program-Specific Information

To help ensure and strengthen effective collaborations between USAF active duty installations and communities, OJJDP has entered into a partnership with the USAF. This partnership grew out of preliminary evidence suggesting that community and base cooperation can reduce underage drinking and its accompanying negative community effects. Therefore, OJJDP is

interested in establishing partnerships between communities and the USAF to implement and evaluate research-based and promising practices that will reduce underage drinking by addressing the individual, active duty installation, and community domains.

The Enforcing Underage Drinking Laws Discretionary Program: Initiative to Reduce Underage Drinking is a partnership between OJJDP, USAF, and the National Institutes of Health's National Institute on Alcohol Abuse and Alcoholism (NIAAA), which will independently evaluate this initiative. An OJJDP Program Manager, USAF designee, and NIAAA staff coordinator will facilitate the implementation of the program. The NIAAA staff coordinator will serve as liaison between the NIAAA-selected evaluator, the state, the state-selected communities, and USAF active duty installations, as applicable.

The partnership between OJJDP, USAF, and NIAAA will result in OJJDP providing support for community-based program implementation in partnership with adjacent USAF active duty installations interested in linking with the effort. NIAAA will evaluate the process and program outcomes of the Enforcing Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking. NIAAA, through its grantees, will provide a mechanism for timely evaluation of best-practice interventions to prevent or reduce underage drinking.

## **Purpose**

The Office of Juvenile Justice and Delinquency Prevention's (OJJDP'S) Enforcing the Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking was established to support the reduction of the availability of alcoholic beverages to and the consumption of alcoholic beverages by persons who are serving in the United States Air Force and are under the age of 21.

## **Goals, Objectives, and Deliverables**

As a result of this initiative, selected communities and USAF active duty installations will:

- ❖ Decrease the number of first time alcohol related incidents.
- ❖ Decrease incidence of unintentional injuries related to alcohol consumption among underage persons.
- ❖ Reduce alcohol-related traffic injuries or fatalities among underage persons.

OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantees will provide and submit semi-annual progress reports in the Grants Management System (GMS).

## **Award Information**

Up to \$350,000 will be provided to each of four states through grant awards for the first year of a 3-year effort. Funding for the remaining 2 years of the project will be approximately \$600,000, based on the availability of FY 2007 funds. Each state must provide sub-grants to a minimum of one and a maximum of five communities for program implementation purposes. There is no match requirement.

# Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Program Goal/Objective	Performance Measures	Data Grantee Provides
<p>Reduce underage drinking in selected communities by systematically implementing best or promising practices that increase the enforcement of underage drinking laws and enhance research-based prevention planning and programming with a special emphasis on underage drinking among underage military personnel.</p>	<p><b><u>Outcome</u></b></p>	
	<p>Decrease the number of first time alcohol-related incidents.</p>	<p>Number of first time alcohol-related incidents, compared to baseline.</p>
	<p>Decrease incidence of unintentional injuries related to alcohol consumption among underage persons.</p>	<p>Number of unintentional injuries related to alcohol consumption among underage persons, compared to baseline.</p>
	<p>Reduce alcohol-related traffic injuries or fatalities among underage persons.</p>	<p>Number of alcohol-related traffic injuries/fatalities among underage persons, compared to baseline.</p>
	<p><b><u>Outputs</u></b></p>	
	<p>Coordinate with other underage drinking programs.</p>	<p>Number of other underage drinking programs coordinated with.</p>
	<p>Develop or strengthen coalitions with law enforcement, judicial system, military, local health agencies, postsecondary education, and local school district, as appropriate.</p>	<p>Number of coalitions developed or strengthened.</p>
<p>Implement innovative approaches.</p>	<p>Number of innovative approaches implemented.</p>	
<p>Provide training &amp; technical assistance.</p>	<p>Number of training &amp; technical assistance events conducted.</p>	
<p>Establish and enhance policies.</p>	<p>Number of new policies established.</p>	
		<p>Number of existing policies improved.</p>

A logic model is a useful tool to use to illustrate how the chosen performance measures are related to the specific problems, goals and objectives, and design associated with the grant. (See “Project Design,” page 8.) To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project,

OJJDP has developed the following online resource for applicants to use in selecting performance measures: <http://ojjdp.ncjrs.gov/grantees/performance.html>.

## How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a one-stop storefront that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.gov Instructions:** Complete instructions can be found at <http://www.ojjdp.ncjrs.org/funding/grants.html>. Applicants who experience difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.727, titled "Enforcing Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking," and the funding opportunity number is 1347.

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

## What an Application Must Include

### Application for Federal Assistance (SF-424)

Applicants must complete the Application for Federal Assistance (SF-424), a standard form used by most federal agencies. Applicants will need to provide the following information to complete the SF-424:

- ❖ *DUNS Number.* Applicants must have a DUNS number before beginning the application process. Applicants can request a free DUNS number by calling 866-705-5711 or online at <https://eupdate.dnb.com/requestoptions/government/ccreg/>.
- ❖ *CFDA Number.* The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation, Developing, Testing and Demonstrating Promising New Programs, is 16.727.

## Assurances and Certifications

To receive federal funds under this program, applicants are required to review and accept the Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement. To accept the Assurances and Certifications in GMS, applicants should select the Assurances and Certifications link and

click the "Accept" icon at the bottom of the screen. Applicants should verify that the contact information for their authorizing official is correct.

## Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches (Please number pages "1 of 30," "2 of 30," and so forth). Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) project design; and (4) management and organizational capability. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem.** Applicants must briefly describe the nature and scope of the problem in the jurisdiction to be addressed by this project. This description should include:
  - ❖ Data, at least as current as 2004, from the selected USAF active duty installation:
    - Providing the number of underage USAF personnel stationed at the installation.
    - Concerning off premise outlet compliance with underage drinking laws in the selected communities.
    - Concerning underage USAF personnel issues related to underage drinking issues (e.g., number of unintentional injuries related to alcohol consumption, number of alcohol-related traffic injuries/fatalities, number of first-time alcohol-related incidents).
    - Concerning DWI incidences in the selected communities.
  - ❖ Discussion of policy issues within the selected communities and between the selected communities and the USAF active duty installations.
  - ❖ Discussion of other underage drinking issues experienced by the selected communities as they relate to underage USAF personnel.
- **Goals, Objectives, and Performance Measures.** Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Goals—Applicants should provide a broad statement, written in general terms, that conveys the program’s intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

Program Objectives—Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable. (Examples of measurable objectives might include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures—Award recipients are required to collect and report data in support of performance measures. (See “Performance Measures,” page 5.) Recipients’ assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see “Project Design” below) associated with this grant.

- **Project Design.** Applicants must describe the specific strategies that will be used to implement the proposed program. Applicants should develop a project design that will facilitate the gathering of data on the required performance measures.

The state applicant will:

- ❖ Ensure the engagement of qualified community coordinators who will ensure that appropriate community data is collected and shared with the evaluator; joint community/USAF activities are planned and executed in collaboration with USAF designees; and consistent, collaborative communication with the USAF active duty installation is maintained. It is strongly recommended that a local community coordinator have experience in working with local enforcement and USAF personnel to maximize collaboration.
- ❖ Ensure coordination with other programs that are addressing underage drinking in the jurisdictions selected to participate in the EUDL Discretionary Program: Initiative to Reduce Underage Drinking.
- ❖ Coordinate the development of the program design and evaluation with the selected communities, USAF commanders, NIAAA’s staff coordinator, and the NIAAA-selected evaluator.
- ❖ Participate in a NIAAA-designed evaluation (e.g., collecting and providing community data on a semi-annual basis).
- ❖ Coordinate training and technical assistance that reflect collaboration between USAF active duty installations and the selected communities.
- ❖ Work with the communities to ensure that they base their work plans on research-based and promising practices. A reference list that may prove helpful in this regard can be accessed at <http://www.ojdp.ncjrs.org/researchreferences>.



State-selected communities will:

- ❖ In collaboration with the USAF active duty installation, develop a work plan established on baseline community and USAF data that includes best and promising activities that will achieve the solicitation's performance measures.
- ❖ Develop or strengthen coalitions that should include, at a minimum, representatives from law enforcement, the justice system, USAF, local health agencies, postsecondary education, and, as appropriate, the local school district. The community should describe this coalition in terms of its participants, mission, and anticipated outcomes.
- ❖ Seek innovative ways to affect positive change in enforcing underage drinking laws and reducing underage drinking behavior in collaboration with USAF active duty installations.
- ❖ Use training and technical assistance provided by the EUDL state-level agency and the OJJDP training and technical assistance provider. At a minimum, the State EUDL Coordinator and local coordinators will be required to attend the Annual National Leadership Conference conducted by the OJJDP training and technical assistance provider.
- ❖ Participate in the NIAAA evaluation in collaboration with the state agency, NIAAA staff, and NIAAA-designated evaluator.
- ❖ Enhance policies and procedures related to underage drinking.
- ❖ Implement innovative ways to educate the community about underage drinking issues in collaboration with USAF active duty installations.
- ❖ In collaboration with the USAF active duty installations, assess and improve law enforcement responses to underage drinking offenses, implementing best practices that include:
  - Compliance checks.
  - Strategies to reduce the social availability of alcohol to underage persons.
  - Policy changes related to underage drinking.
  - Driving while intoxicated (DWI) enforcement focused on underage persons.
  - Other environmental strategies for reducing underage alcohol consumption.

In addition to the narrative description of the project design, applicants must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the 3 years of the grant. This timeline/milestone chart should be submitted as a separate attachment as stipulated in "Other Attachments," page 12.

- **Management and Organizational Capability.** Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. This section of the program narrative must describe how the project will be managed and staffed locally. Management and staffing patterns should be clearly and evidently connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that will be used to effectively implement and

manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section. Applicants must outline a proposed staffing plan identifying key staff, describing their qualifications and experience, and indicating the percentage of time that each will devote to the project.

Applicants must support the description of their organizational and management capability by providing resumes of key personnel as stipulated in "Other Attachments," page 12.

The state will provide a minimum half-time manager for the initiative. The state program manager will monitor, coordinate, and provide training and technical support for the implementation sites in collaboration with USAF active duty installations, and where appropriate, with OJJDP's technical assistance and training support from the EUDL national training and technical assistance provider. This individual may be the EUDL Block Grant State Coordinator. In the event the half-time requirement precludes fulfilling this role, the state may contract for this position.

Each state program manager will work with their selected communities to ensure each community has, at a minimum, a half-time local coordinator and an effective collaborative relationship with a USAF active duty installation. A full-time local coordinator with an understanding of military life is preferred, if possible. The local coordinator will be responsible for developing and maintaining a local coalition or similar body to select and implement best and most promising practices, maintain a strong working relationship with a USAF active duty installation, and assist the NIAAA evaluator with data collection to support the evaluation.

## **Budget and Budget Narrative**

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Since there is no match requirement, any additional resources added to this effort are not to be described in this section but should be discussed in the Program Narrative.

It is strongly encouraged that the applicant plan for a 3-year scope of work in order to detail appropriately the first year's planning and initial implementation in the Budget Narrative and Budget Detail Worksheet, which should address the following budget elements or explain why a particular element is omitted:

- ❖ A community coordinator, who will gather performance outcome data from the community and serve as a liaison to the USAF active duty installation.
- ❖ Compliance checks.
- ❖ DWI enforcement enhancement.
- ❖ Data collection.

- ❖ Participation in training opportunities, including participation by the state and community coordinators in the Annual National Leadership Conference conducted by the OJJDP training and technical assistance provider.
- ❖ Other activities that promote the achievement of the performance outcome measures and collaboration with the USAF active duty installation.

Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item.

**Match Requirement:** Match is not required for this program.

- ❖ **Budget Detail Worksheet.** The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.
- ❖ **Budget Narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly, supplies, travel, and equipment) and demonstrate that all costs are reasonable.

**Indirect Cost Rate Agreement:** Please attach a copy of your current federally approved indirect cost rate negotiated agreement, if indirect cost has been included in the budget.

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site ([www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm)).

Please note: All funds listed in the budget will be subject to audit.

## Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application. Please note that although OJJDP does not assign specific point values to the attachments listed below, when appropriate, peer reviewers will consider them in rating applications. For example, reviewers will consider résumés in assessing "Management and Organizational Capability" or timelines in assessing "Project Design." Peer reviewers will not review any additional information other than that specified below.

- ❖ **Project abstract.** The project abstract should not exceed 200 words. It should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Goals, Objectives, and Performance Measures," page 7), and the abstract should also

describe how progress towards these goals will be measured. Finally, the abstract must contain a brief description of the connections between the project's activities and potential reductions in juvenile delinquency, child maltreatment, or other long-term goals. (See "Sample Project Abstract," page 20.)

- ❖ Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. (See "Sample Project Timeline," page 21.)
- ❖ Résumés of all key personnel.
- ❖ Job descriptions outlining roles and responsibilities for all key positions.
- ❖ Letter of support between selected communities and USAF Commanding Officer.
- ❖ Description of USAF underage component of the CORC program as it relates to the applicant's initiative.
- ❖ **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity ("service area") in the formats specified below:
- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

(example with street address)  
ABC Associates  
123 First Street  
Shrewsbury, PA 17361

(example with no street address)  
ABC Associates  
First Street and Holiday Drive  
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Sarah Breen at [Sarah.Breen@usdoj.gov](mailto:Sarah.Breen@usdoj.gov).

## Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria.

- ❖ Statement of the Problem (20 points)
- ❖ Goals and Objectives (15 points)
- ❖ Project Design (40 points)
- ❖ Management and Organizational Capability (15 points)

- ❖ Budget (10 points)

See “Program Narrative,” page 7, for detailed descriptions of the above criteria.

## Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel.

Peer reviewers’ ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards. Detailed information about OJJDP’s peer review process can be found on the OJJDP Web site at <http://ojjdp.ncjrs.org/funding/peerreview.html>.

## Additional Requirements

Successful applicants must agree to comply with additional requirements prior to receiving grant funding, including the following:

- ❖ Civil Rights Compliance
- ❖ Confidentiality and Human Subjects Protections regulations
- ❖ Anti-Lobbying Act
- ❖ Financial and Government Audit Requirements
- ❖ National Environmental Policy Act (NEPA) compliance
- ❖ DOJ Information Technology Standards
- ❖ Single Point of Contact Review
- ❖ Non-supplanting of State or Local Funds
- ❖ Criminal Penalty for False Statements
- ❖ Compliance with Office of the Comptroller Financial Guide (<http://www.ojp.usdoj.gov/FinGuide/>)
- ❖ Suspension or Termination of Funding
- ❖ Funding to Faith-based and Community Organizations (if applicable)
- ❖ Non-profit Organization

- ❖ Government Performance and Results Act (GPRA)
- ❖ Rights in Intellectual Property

Applicants are strongly encouraged to review the information pertaining to the above additional requirements prior to submitting their applications. Information about these requirements is available on the OJP Web site at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

## **Accounting System and Financial Capability Questionnaire**

To ensure that all grantees can properly discharge the public trust which accompanies the authority to expend public funds, all nonprofit and commercial organizations that have not previously received an award from OJP are required to complete a financial capability questionnaire. Adequate accounting systems must meet the criteria as outlined in the OJP Financial Guide. If applicable, applicants should submit this questionnaire as a component of their application. Financial statements are required. The Accounting System and Financial Capability Questionnaire form can be downloaded from OJP's Web site at <http://www.ojp.usdoj.gov/forms.htm>. The completed questionnaire and required financial statements should be faxed to GMS at 202-354-4147. The application number should be clearly legible on each page.

# Attachment A: Underage Component of Culture of Responsible Choices Program

## BACKGROUND PAPER ON AIR FORCE POLICY ENFORCING ZERO TOLERANCE FOR UNDERAGE DRINKING IN CONJUNCTION WITH BUILDING A CULTURE OF RESPONSIBLE CHOICES

### PURPOSE

To outline the AF-wide prevention plan specifically targeting underage alcohol use.

- ❖ To be used in conjunction with the recently introduced overarching Air Force Culture of Responsible Choices (CORC) program.
- ❖ The alcohol portion of CORC is based on the successful pilot program from F.E. Warren Air Force Base.
  - “**0-0-1-3:**” **0** underage drinking, **0** DUIs, and if you are of age and choose to drink alcohol then **1** drink per hour with a max of **3** drinks per night.

### DISCUSSION

The AF has a zero tolerance approach to underage drinking and views this as incompatible with AF core values.

The responsible choice for the underage Air Force member is not consuming alcohol at all.

- ❖ Underage drinking represents a clear and present danger to mission, morale, and discipline
- ❖ Average of 5300 alcohol-related incidents/year in the AF for the past 5 years
- ❖ Individuals under 21 account for almost 10% of the total Air Force, but commit approximately 40% of the alcohol related incidents
- ❖ Underage drinking is the second most frequent alcohol related incident (DUI most common)
- ❖ Two out of five Airmen (E1-E3) report that drinking negatively impacts their work performance
- ❖ AF-wide: 33% suicides, 57% sexual assaults, 29% domestic violence, and 20-25% motor vehicle accidents are alcohol related

Four core CORC elements as they apply to underage drinking:

- ❖ **1) Leadership Level:** Involves interventions to develop base leaders' awareness of the scope of underage drinking and the importance of base leadership sending a clear and powerful message that underage drinking is not acceptable (leadership includes all levels from Installation Commander to unit supervisors).
- ❖ **2) Individual Level:** Involves screening all Airmen and educating them about being responsible for their own choices. This education includes identifying each individual's role in base culture and initiatives promoting a zero tolerance underage drinking.
  - Direct supervisors involved and must promote commitment to zero tolerance for underage alcohol consumption.
- ❖ **3) Base Level:** Enhance awareness of the safety, health, administrative and legal consequences of underage drinking.
  - Persistent and dynamic public messages promoting no drinking as the norm for underage members and busting alcohol myths.
  - Two CORC slogans to establish cultural and behavioral norms: "Work Hard/Play Smart" and "0-0-1-3" with emphasis on the two zeros targeting underage specific efforts.
  - Implement wide variety of alcohol-free late-night activities for underage members, families, and singles.
- ❖ **4) Local Community Level:** Efforts at the population level for the community that directly target cultural beliefs, environment, policy, and activities that promote zero underage drinking.
  - Develop prevention coalitions with community agencies; enlist support and review possible unintended consequences of policies impacting the community.

## CONCLUSION

Standardized AF-wide implementation of this effort to target underage drinking following official release of a CORC CONOPS.

- ❖ "Train the trainer" sessions in FY 06 at one base in each MAJCOM.
- ❖ Primary outcomes include a 25% decrease in ARIs (underage drinking, DUIs, blood alcohol content, crimes).
- ❖ To track the frequency of alcohol related incidents, a dashboard is under development for the base leadership to view.



## **Attachment B: Support Letter Template**

### **INSTRUCTIONS**

1. All proposals should include a letter of support signed by the Commander of each Air Force base included in the proposal.
2. A support letter template follows. Although its use is not required, it is highly recommended. In any event, each letter of support should include pertinent details in regard to the base's participation in the proposed EUDL initiative.
3. The text in red should be substituted with the appropriate information in black..

INSTALLATION LETTERHEAD HERE

Date

MEMORANDUM FOR: **Principal Investigator for EUDL proposal**

FROM: **Installation Commander's office symbol**

SUBJECT: Letter of Support for **insert the title of your proposal**

1. I have been briefed on the purpose and proposed procedures the "Enforcing the Underage Drinking Laws Discretionary Program: Initiative to Reduce Underage Drinking."
2. If funded, I would like **Air Force base name** to collaborate with **community agency applying for funding** in this important project designed to reduce underage drinking.
3. As a part of this collaboration, **base name**, will benefit from:
  - a. Establishment or enhancement of a community coalition to address underage drinking that should include, at a minimum, representatives from law enforcement, the justice system, USAF, local health agencies, postsecondary education, and, as appropriate, the local school district.
  - b. Access to appropriate state and national training for the purpose of enhancing base and community coordination of the program.
  - c. Access to program evaluation findings from the National Institute on Alcohol Abuse and Alcoholism (NIAAA), and National Institutes of Health.
  - d. Enhanced community policies and procedures related to underage drinking.
  - e. Collaborative opportunities with community and other appropriate enforcement to improve enforcement responses to underage offenses, implementing best practices that include:
    1. Compliance checks
    2. Strategies to reduce social availability of alcohol to underage persons
    3. Policy changes related to underage drinking
    4. Driving while intoxicated (DWI) enforcement focused on underage persons
    5. Other environmental strategies for reducing underage alcohol consumption.

**Specify any of the other details of the cooperative agreement with the base. In particular specify what the "community agency applying for funding" will do in an effort to reduce underage drinking in underage active duty Air Force members.**

4. As a part of this collaboration, **base name**, will agree to the following:

- a. **Base name** will provide relevant baseline data to NIAAA and OJJDP and continue to collect and share data during the life of the program for purposes of the evaluation. Data will include information about alcohol-related incidents involving underage Airman. All data shared with NIAAA and OJJDP as a result of this program will be stripped of any personal identifying information prior to release.
- b. **Base name** will participate in joint enforcement trainings and enforcement efforts with EUDL enforcement not otherwise prohibited by law, regulation, or policy. **Base name** will not become involved in civilian law enforcement activities unless permitted by law, regulation and policy.
- c. **Base name** will collaborate with the national EUDL training and technical assistance provider.

**Specify any other of the details of the cooperative agreement with the base. In particular specify what the base is agreeing to (e.g. time period of the commitment; access to the base or base populations; who will participate; and commitment of resources to include such things such as personnel time or monetary commitment).**

5. You may contact, **name and phone number for the base POC** with any questions about this letter of support.

**COMMANDER'S SIGNATURE BLOCK**

## **Attachment C: Sample Project Abstract**

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.

## Attachment D: Sample Project Timeline

Month	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
1	Off-track student A begins garden/computer courses; students B and C begin homework/ tutoring.	Off-track students receive educational input when out of school, become reinvested in learning, and develop new skills in project areas.  On-track students notice improvement in grades, attendance and mathematics and literacy skills.	Students designate and complete a certain project in these fields and learn about biology, math, art, design, and literacy through hands-on activities and active participation in a creative educational endeavor.  On-track students receive individualized homework help and tailored "game-plan" for improved grades and attendance.	End of month 2.	Project Director, Alice Smith
2	Identify and provide counseling for at-risk students.	Provide individual and group counseling for up to 200 identified at-risk students. Referrals are ongoing throughout the school year.	Begin student referral process. Form 15 student peer groups consisting of 10 students and facilitated by coordinators who meet weekly throughout the year.	Ongoing.	Project Director, Alice Smith
3	Evaluation	Track student progress.	Administer quizzes and portfolio assessments, project progress assessment.  Begin teacher check-ins, grade assessment, progress reports.	End of month 6.	Program Coordinator, John Smith
4					
5					